



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council Regular Session

**MEETING DATE:** November 18, 2025

**FROM:** Vice Mayor Gaw

**SUBJECT:** Discussion of Limited Charter Review. *Vice Mayor Gaw*

### BACKGROUND

During the last comprehensive Charter Review completed in 2024, all sections of the City Charter were reviewed, and recommendations were submitted to the voters for approval. Vice Mayor Gaw has expressed interest in reviewing additional sections of the Charter that may require clarification, modernization, or revision.

Pursuant to Section 166.031, Florida Statutes, amendments to a municipal charter may be proposed by ordinance of the governing body or by petition of the electors. The Council may elect to direct staff and the City Attorney to evaluate and present recommendations or appoint an ad hoc Charter Review Committee to conduct a focused review.

The purpose of this discussion is to initiate a Council discussion of the sections to be reviewed and provide directions on the process and timeline for completing the work.

During the November 4, 2025 meeting Vice Mayor Gaw advised of the following sections:

Section 2.03 – Oath of Office

Section 3.012 – City Manager Dwelling

Section 4.03 – City Attorney

The complete City Charter and the above individual sections are included as attachments to this agenda item.

A poll was sent to clerks in the State of Florida about the residency requirements for City Manager and City Attorney. The following results were received:

City Manager: Out of 34 responses, 23 do not have a residency requirement

City Attorney: Out of 17 responses, 17 do not have a residency requirement

A tentative timeline is provided below:

11/18/2025 – City Council discussion and direction to staff

12/09/2025 – Staff presents draft language and the City Council votes whether to proceed with the amendment ordinance

1/06/2026 – First reading and public hearing for the ordinance

1/20/2026 – Final reading and public hearing for the ordinance

1/21/2026 – Amendments sent to the Supervisor of Election

4/14/2026 – Municipal Super Tuesday Election

## **FISCAL IMPACT**

NA

## **RECOMMENDATION**

Subject to Council direction to staff